

F. No. 1-5/2002-Adm.I  
Government of India  
Archaeological Survey of India

Janpath, New Delhi- 110 011  
Date 21.07.2009

22 JUL 2009

OFFICE ORDER NO. 88/2009-Adm.I

Following the establishment of Regional Directorates vide Office Order No. 26/2009-Adm.I dated 02.04.2009 and posting of Regional Directors made vide Office Order No. 61/2009-Adm.I dated 09.06.2009, it has become necessary to vest the Regional Directors with appropriate administrative powers. Keeping that in view, delegation of administrative powers to various officers in the organization has been reviewed and the Director-General, Archaeological Survey of India hereby delegates the administrative powers to various officers as follows:

**1. Leave**

Sanction of Study Leave of all Officials in ASI	Director-General
Sanction of all kinds of Leaves of Addl. DG and Joint DGs	Director-General
Sanction of all kinds of Leave (Except Study Leave) of -	
- Regional Directors/ Director (Archaeology)/ Joint Director (OL)/ Director (Conservation)/ Director (Science)/ Director (Epigraphy)/ Chief Horticulturist/ Jt./Dy. Director (Accounts)	Addl. Director-General
- All Group A, B, C & D Officials working in various sections at Head office	Concerned Director
- Group A, B, C & D officials posted in the Office of the Regional Director - S.A.s of Circles/ Excavation Branches/ Projects - Officers of Chemical / Horticulture/ Epigraphy Branches posted within the region	Regional Director
- All Group A, B, C & D officials working in the office of Director (Science)	Director (Science)
- All Group A, B, C & D officials working in the office of Director (Epigraphy)	Director (Epigraphy)
- All Group A, B, C & D officials working in the office of Chief Horticulturist	Chief Horticulturist
- All Group A, B, C & D officials working in the Prehistory Branch/ Institute of Archaeology/ National Mission of Monuments and Antiquities	Concerned Director
- All Group A, B, C & D officials working in the Circle Office/ Excavation Branches/ Projects	Concerned Superintending Archaeologist

## 2. Tour Programme

Approval of Tour Programme (for anywhere in the country) of -	
- Addl. DG and Joint DGs	Director-General
- Regional Directors/ Director (Archaeology)/ Joint Director (OL)/ Director (Conservation)/ Director (Science)/ Director (Epigraphy)/ Chief Horticulturist, Jt./Dy. Director (Accounts)	Addl. Director-General
- All group A, B, C & D officials working in various sections at Head office	Concerned Director
- All Group A, B, C & D officials working in the office of Regional Director	Regional Director
- All Group A, B, C & D officials working in the Circles/ Epigraphy Branches/ Chemical Divisions & Zones/ Horticulture Division of the region	
- All Group A, B, C & D officials working in the office of Director (Science)	Director (Science)
- All Group A, B, C & D officials working in the office of Director (Epigraphy)	Director (Epigraphy)
- All Group A, B, C & D officials working in the office of Chief Horticulturist	Chief Horticulturist
- All Group A, B, C & D officials working in the Prehistory Branch/ Institute of Archaeology/ National Mission of Monuments and Antiquities	Concerned Director
- All Group A, B, C & D officials working in the excavation branches	Superintending Archaeologist
Approval of Tour Programme (within the Circle) of -	
- Group A, B, C & D officials working in the Circle	Circle Superintending Archaeologist

## 3. Transfer and Posting

Transfers of -	
- Group A officials and Intra-regional transfer of all Group B, C & D officials	Director-General
- Inter-region transfer of all Group B (Gazetted & Non-Gazetted) C & D officials of the region	Regional Director
- Group C & D officials within the Circle	Circle Superintending Archaeologist

## 4. Annual Performance and Appraisal Reports

The list of the Reporting and Reviewing Officers for different Cadres is at the Annexure.

### 5. Disciplinary Authority

Disciplinary Authority for:	
- All Group B (Gazetted) officials	Director-General
- All Group B (Non-Gazetted), Group C & D officials at Head office	Director-General
- Group B (Non-Gazetted) of the region	Regional Director
- All Groups C & D officials in the Regional Office	Regional Director
- All Group C & D officials of the Circle/ Excavation Branch/ Projects	Superintending Archaeologist
- All Group C & D officials of the Epigraphy/ Science Branch/ Institute of Archaeology/ National Mission of Monuments and Antiquities	Concerned Director
- All Group C & D officials of the Horticulture Branch	Chief Horticulturist

### 6. Advances

Sanctioning of GPF withdrawal/ GPF Advances/ conversion of GPF Advance/ All other Advances as per norms to all Group A, B, C & D officials at Headquarter	Director (Adm.) Head of the office
GPF advances as per norms to all Group A & B officials of the region	Regional Director
Final withdrawal/ normal GPF advance/ GPF advance for special reasons/ conversion of GPF advances to final withdrawal/ Festival Advance and other Advances of all Group A, B, C & D officials	Regional Director
GPF advances as per norms to the all Group A, B, C & D officials of the Epigraphy/ Science/ Institute of Archaeology/ National Mission of Monuments and Antiquities	Concerned Director
GPF advances as per norms to all Group A, B, C & D officials of the Horticulture Branch	Chief Horticulturist
Sanctioning of GPF withdrawal/ GPF Advances/ conversion of GPF Advance/ All other Advances as per norms to all Group C & D officials working in the Office of Circle/ Branch Offices	Concerned Superintending Archaeologist

This issues with the approval of the DG, ASI

  
(Pratap Singh)  
Joint Director (Accounts)

Copy to:

1. Regional Directors
2. All Archaeological Offices
3. PS to DG/ADG/ Jt.DGs/Dir(Adm.) Jt. Dir(A/c)
4. PAO, ASI, New Delhi/ Hyderabad
5. All Directors/ Sections at Hqrs. Office
6. The President/ Secretary General, AIASA, Lucknow/ Srirangapatnam
7. Hindi Section for Hindi version
8. Office Order File/ Guard File
9. Web Manager, ASI Website, Hqrs Office

**STATEMENT SHOWING THE DETAILS OF REPORTING AND REVIEWING OFFICERS FOR WRITING THE APAR IN RESPECT OF OFFICERS AND STAFF OF THE ARCHAEOLOGICAL SURVEY OF INDIA**

Sl.No.	Name of post	Reporting Officer	Reviewing Officer
1	2	3	4
	<b>ARCHAEOLOGY CADRE</b>		
1.	Additional Director General	Director-General	Secretary (Culture)
2.	Joint Director General	Additional Director-General	Director-General
3.	Director (Monument) Director (World Heritage) Regional Director (South & West)	Concerned Jt. Director-General	Addl. Director-General
	Director (EE) Director (Pub.) Director (Antiquity) Director (Museum) Director (Epigraphy) Regional Director (North & Central)	Concerned Jt. Director-General	Addl. Director-General
	Director (CEP) Director (Institute of Archaeology) Director (Pre-history) Regional Director (East)	Concerned Jt. Director-General	Addl. Director-General
4.	S.A. in Circle / Branch/ Headquarter	Concerned Regional Director/ Director	Concerned Joint Director-General
	Deputy Superintending Archaeologists	Concerned SA	Concerned Regional Director/ Director
	Assistant Superintending Archaeologists/ Assistant Archaeologist	Concerned Dy. SA	Concerned SA

1	2	3	4
	<b>SCIENCE CADRE</b>		
1.	Director (Science)	Concerned Joint Director General	Addl. Director-General
2.	Superintending Archaeological Chemist	Director (Science)	Concerned Jt. Director- General
3.	Dy. Superintending Archaeological Chemist	Concerned Superintending Archaeological Chemist	Director (Science)
4.	Assistant Superintending Archaeological Chemist/ Preservation Assistant/ Laboratory Assistant	Concerned Superintending Archaeological Chemist/ Deputy Superintending Archaeological Chemist /Assistant Superintending Archaeological Chemist	Director (Science)

<b>CONSERVATION CADRE</b>			
1.	Director (Conservation)	Concerned Joint Director-General	Additional Director-General
2.	Superintending Archaeological Engineer (Headquarter)	Director (Conservation)	Concerned Joint Director-General
	Superintending Archaeological Engineers (Regions)	Regional Director	Concerned Joint Director-General
3.	Dy. Superintending Archaeological Engineer (Headquarter)	Concerned Superintending Archaeological Engineer	Director (Conservation)
	Deputy Superintending Archaeological Engineer (Circle)	Concerned Superintending Archaeologist	Regional Director
	Deputy Superintending Archaeological Engineer (Regional Directorate)	Superintending Archaeological Engineers	Regional Director
4.	Asstt. Superintending Archaeological Engineer (Headquarter)	Concerned Superintending Archaeological Engineer	Director (Conservation)
	Asstt. Superintending Archaeological Engineer (Circle)	Dy. Superintending Archaeological Engineer	Superintending Archaeologist
5.	Senior Conservation Assistant/ Conservation Assistant Gr.I/ Conservation Gr.II/Foreman (W)	Concerned Dy. Superintending Archaeological Engineer/ Assistant Superintending Archaeological Engineer	Concerned Superintending Archaeological Engineer/Superintending Archaeologist
<b>EPIGRAPHY CADRE</b>			
1.	Director (Epigraphy)	Concerned Joint Director General	Additional Director General
2.	Superintending Epigraphist	Concerned Director (Epigraphy)	Concerned Joint Director General
3.	Dy. Superintending Epigraphist	Concerned Superintending Epigraphist	Concerned Director (Epigraphy)/Joint Director General
4.	Asstt. Superintending Epigraphist / Epigraphical Assistant	Concerned Dy. Superintending Epigraphist/Concerned Superintending Epigraphist	Concerned Director (Epigraphist)

1	2	3	4
<b>HORTICULTURE CADRE</b>			
1.	Chief Horticulturist	Concerned Joint Director General	Additional Director-General
2.	Dy. Superintending Horticulturist	Chief Horticulturist	Concerned Joint Director-General
3.	Assistant Superintending Horticulturist/Landscape Architect/Sr. Hort. Asstt./Hort. Asstt. Gr.I/Hort. Asstt. Gr.II/Foreman (Hort.)	Concerned Dy. Superintending Horticulturist	Chief Horticulturist
<b>MINISTERIAL CADRE (HEAD OFFICE)</b>			
1.	Director (Adm.)	Addl. Director-General	Director-General
2.	Joint Director (OL)	Director (Adm.)	Additional Director-General
3.	Asstt. Director (OL)	Joint Director (OL)	Director (Adm.)

4.	Dy. Director (A/c) Senior Administrative Officer	Director (Adm.) Director (Institute of Archaeology)	Addl. Director-General Addl. Director-General
5.	Asstt. Director (Monument)	Director (Monument)	Concerned Joint Director General
6.	Asstt. Library & Information Officer/ Administrative Officer / Section Officer	Concerned Director	Concerned Joint Director General
7.	Production Officer (Pub.)	Superintending Archaeologist (Pub.)	Director (Pub.)
8.	Photo Officer/ Chief Photographer / Drawing Officer/ Chief Artist/ Surveyor Officer	Director (IE)	Concerned Joint Director General
9.	Junior Accounts Officer/Sr. Artist/W.A. Gr.I/W.A. Gr.II/W.A. Gr.III/Assistant/UDC/LDC/Surveyors /Photographers/Draftsman/Canteen Staff / translators	Section Officer/Administrative Officer/Photo Officer /Surveyor Officer/Chief Artist/Drawing Officer/AD (OL)	Concerned Director/ Director (Adm.)/ DD (A/c) / Joint Director (OL)
<b>Ministerial Cadre (Circle/Branch Offices)</b>			
10.	Administrative Officer/Security Officer/Project Modeller	Concerned Officer of Dy. S.A. level	Concerned S.A./ Concerned Director
11.	Junior Accounts Officer/ W.A. Gr I/ Head Clerk/ W.A. Gr.II/ W.A. Gr.III/ UDC/ LDC/ Photographer/ Draftsman/ Jr. Hindi Translator/ Surveyors/ Modellers/ Drivers	Concerned Administrative Officer/ Dy. Superintending Archaeologist/Asstt. Superintending Archaeologist	Concerned S.A./ Dy. S.A./ Concerned Director
12.	Stenographers	Concerned S.A./ Concerned Director/ Jt.DG/ ADG	Concerned S.A./ Concerned Director/ Jt.DG/ ADG
13.	Librarian	Concerned Superintending Archaeologists	Regional Director
14.	All Staff of Pre-history Branch, Nagpur	Superintending Archaeologist	Concerned Director

1	2	3	4
<b>STAFF OF TSP, BSP &amp; Customs</b>			
1.	Ministerial Staff	Concerned S.A.	Regional Director
2.	Technical Staff	Concerned S.A.	Regional Director
3.	All Miscellaneous Cadres	Concerned AO/ ASAE/ ASA/ Dy. SA	SA / Regional Director

Besides, where Reporting Officer is not posted/available in particular Circle/Branch office, the concerned Reviewing Officer should initiate to write the APAR in respect of staff working under him and submit the same to concerned Director for his review.

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